



Medicaid Community Options

Course 10: Authorization to Participate

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Presented to: New Supports Planner Training
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Authorization to Participate

- Authorization To Participate (ATP) in the program.
 - Submitted by the Supports Planner or auto generated through the LTSSMaryland tracking system; Approved by DHMH
 - Must be completed and approved before services may begin
- The Department will finalize enrollment and assign a start date for services

Services may not begin prior to the enrollment start date



When to Submit an ATP

The Supports Planner should complete a/an:

- *Advisory Authorization ATP* when an **applicant** has met all technical and medical criteria except housing for CO or ICS
- *Authorization ATP* when an **applicant** has met all technical and medical criteria including housing for CPAS, CFC, CO, or ICS
- *Denial ATP* when an **applicant** has not met at least one of the technical and/or medical criteria for CPAS, CFC, CO or ICS
- *Disenrollment ATP* when a **participant** no longer meets all of the technical and/or medical criteria for CPAS, CFC, CO or ICS



Advisory ATP

- Applicable for people applying to CO or ICS who are residing in a Nursing Facility
- Plan of Service can be approved Provisional or Initial
- Anticipated Discharge Date should not exceed the 6 month application period
- After review, alert is sent to EDD to verify eligibility and generate Advisory Opinion Letter
 - This letter is not an Approval Letter
 - Indicates the date community housing needs to be obtained in order to be approved



Authorization ATP – CO or ICS

- Must have current Advisory Opinion Letter from EDD
 - An applicant should not be discharged from the Nursing Facility until this letter is issued
- Applicant should be residing in the Community
 - Address should be updated in LTSS
- 257 Form should be uploaded to Client Attachments
 - Obtained from the Nursing Facility; Indicates the date person discharged
- POS should be Approved Initial, with the effective date matching the discharge date on the 257 Form



Authorization ATP – CPAS or CFC

- Applicant should have eligible Community Medicaid
- POS needs to be an approved Initial
 - ATP should not be submitted prior to POS approval
 - Effective date on the 1st or 15th of the month in the future



Denial ATP

- A person may be denied eligibility to the program before starting services
- Reasons for a denial ATP include, but are not limited to:
 - Age requirement not met
 - Level of Care not met
 - Housing is not allowable
 - Plan of Service could not be approved
 - Applicant or authorized representative declined services
 - Person cannot live safely in the community with waiver/program services

Note: This is not the complete list of denial reasons
Please view an ATP Denial form to obtain a full listing of reasons



Disenrollment ATP

- A person is in the program but must be disenrolled due to:
 - Level of Care not met
 - Plan of Service could not be approved
 - Death
 - Person is institutionalized in a LTC facility (nursing facility, chronic care hospital, rehabilitation hospital, chronic institution for mental disease, ICF/ID) for at least 30 days

Note: This is not the complete list of disenrollment reasons
Please view an ATP Disenrollment form to obtain a full listing of reasons



Auto Generation

- There are multiple scenarios in which ATPs may be auto generated by the LTSSMaryland tracking system
- If the system auto generates an ATP the Supports Planner does not need to also submit the same type of ATP
- A full list of auto generation scenarios can be found in the [CO, ICS, CFC and MAPC ATP Questionnaire User Manual](#) found on the LTSSMaryland Home page



Who Gets the ATP at DHMH?

- The DHMH Community Options Administration Division initially reviews all ATP's for completeness
 - ATPs are reviewed within three business days
 - ATP reviewers are assigned within the LTSS profile
- For CO and ICS applicants, the ATP is forwarded to the EDD Unit to process the necessary paperwork for enrollment
 - EDD will mail the appropriate letters to the participant
- For CFC and CPAS applicants, the Community Options Administration Division processes enrollment
 - The Community Options Administration Division will mail the appropriate letters to the participant

▼ ATP Questionnaires						
Program Type	ATP Type	Last Modified Date	Last Modified By	Date Alerted	Status	Active
CFC	Denial	03/14/2016		N/A	Pending DHMH Review	No



Who Gets the ATP at DHMH?

- If any information for an ATP is missing or needs to be updated, the ATP Reviewer will return the ATP through a clarification request in the LTSSMaryland tracking system
- The Supports Planner will need to resubmit the ATP to the Department after following up on the clarification request

ATP Questionnaires						
Program Type	ATP Type	Last Modified Date	Last Modified By	Date Alerted	Status	Active
CFC	Authorization	03/15/2016	Davidson, Brian	N/A	Clarification Requested ⓘ	No

- Urgent enrollment concerns, including transferring from CFC to CPAS programs, should be sent to the ATP Unit email address, dhmh.atp@maryland.gov as well as the assigned ATP reviewer



Next Steps

- After the ATP is submitted, the person is officially “Enrolled”, “Denied” or “Disenrolled” in the LTSSMaryland Tracking System
- Supports Planner receives an Alert
- You can view the current status of a participant from the Client Summary screen, under Program Snapshot
- Any letters mailed to applicants or participants are available in the Programs section, under Letters; or in Client Attachments

DOE, JOHN (1111111OJ222222) – Baltimore County

[Initial Approval Notice Letter has been submitted.](#)

Maslak, Amy

03/14/2016



[Overall Decision has been Approved](#)

Maslak, Amy

03/14/2016



[ATP Questionnaire has been submitted.](#)

Maslak, Amy

03/14/2016

